

**INSTRUCTIONS FOR COLLECTION AND SUBMISSION OF SPECIMENS
FOR CD4/CD8 AND HIV-1 VIRAL LOAD
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

NOTE: Upon receipt of this test unit - if shipping Viral Load Specimens - place refrigerant provided in a freezer until ready to ship specimens.

NOTE: Refer to DCH-1187, Genotyping Test Requisition, for collection and submission instructions for HIV-1 genotyping.

SPECIMENS MUST BE LABELED WITH THE SAME NAME/UNIQUE IDENTIFIER AS SUPPLIED ON THE TEST REQUISITION

Viral Load “Plasma” Specimen Collection

1. Collect a blood sample using the 5.0 mL, white-capped, gel-separation, tube.
2. Within **two hours** of collection, centrifuge gel-separation tube and transfer plasma to the polypropylene tube (primary receptacle).
A minimum of 2.0 cc's is required for both tests.
3. Maintain plasma at 2 - 8 C. Alternatively, plasma may be frozen, and then shipped with the refrigerant provided. **Do not use wet ice as a refrigerant.**
4. Ship specimen to arrive during operating hours as stated below. **Note:** Sample must be tested within five days of draw date if not frozen.
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can (secondary container) and secure cap with tape.
7. Wrap test requisition around the plastic can and place into corrugated box **with refrigerant** placed either on top or bottom of can.
8. Tape all seams on corrugated box.
9. Complete shipper information on the corrugated box and attach the Dangerous Goods form and Etiologic Agent/Infectious Substance labels.
10. Ship by the fastest available means, i.e., courier, U.S. Express Mail or FedEx.

Dry ice must be used when sending frozen specimens for both viral load and HIV-1 genotyping.

Unit 19 is used for shipping HIV-1 genotyping specimens.

Hours of Operation: Specimens must be received between 7:00 A.M.-3:00 P.M. Monday through Thursday to ensure timely processing.

NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.

CD4/CD8 “Whole Blood” Specimen Collection

1. Collect a blood sample with the 2.5 mL, purple-capped, EDTA, tube (primary receptacle).
2. **DO NOT** centrifuge tube.
3. Maintain whole blood sample tube at room temperature during storage and transportation. **Sample will be unacceptable if refrigerated!**
4. Ship specimen to arrive during operating hours as stated below. **Note:** Sample must be tested within 48 hours of collection. Do not draw or ship after Thursday or prior to state holidays.
5. Wrap tube in absorbent material and enclose in plastic bag.
6. Place plastic bag into plastic, screw-capped, can (secondary container) and secure cap with tape.
7. Wrap test requisition around the plastic can and place into corrugated box.
8. Tape all seams on corrugated box.
9. Complete shipper information on the U.S. Express Mail label, all information on the Dangerous Goods form, and attach all to the overpack box (both types of specimens may be shipped together in the overpack box) along with the Etiologic Agent, Infectious Substance and Express Mail Stamp and ship as soon as possible by U.S. Express Mail.

10. Retain the customer copy of the U. S. Express Mail label for your records should tracking be required.